

## ANNUAL ED REPORT



The Annual Education Report (AER) is a report designed to meet federal requirements of the Every Student Succeeds Act (ESSA) for reporting on performance on the most recently completed school year to parents and communities. The 2021-2022 AERs are based on data from the 2020 - 2021 school year.

All local educational agencies (LEAs), including public districts, public school academies (PSAs), and intermediate school districts (ISDs) or regional education service agencies (RESAs) are required to report their 2020-2021 performance. If used as designed, this is how Michigan schools and Local Education Agencies will meet the requirement of the Every Student Succeeds Act (ESSA) and State law, Act 451, P.A. 1976 (and P.A. 25).

ACTIONS REQUIRED	TIMELINE
All 'Combined Reports' are available for preview but are embargoed (not to be saved for final AERs)	PREVIEW OPENS December 9, 2021 PREVIEW PERIOD: December 9-20, 2021
First date "Combined Reports" and cover letters may be posted for public review - Final data posted	December 21, 2021
AER Posting Deadline	February 15, 2022

### ACCESSING YOUR AER REPORT

1. Log into MI School Data and go to the **K-12 Grade** tab
2. Select **School Accountability**.
3. Click on the **Annual Education Report**.

The screenshot shows the MI School Data dashboard. Step 1: The 'K-12 Grade' tab is selected in the top navigation bar. Step 2: The 'School Accountability' menu item is highlighted in the left sidebar. Step 3: The 'Annual Education Report' link is highlighted in the dropdown menu under 'School Accountability'.

4. Navigate to the second tab "Annual Education Report" that has the "Location and Report Settings".
5. Enter District and School (or use All buildings for the district AER).
6. Click "Update Report."

The screenshot shows the 'Annual Education Report' settings page. Step 4: The 'Annual Education Report' tab is selected. Step 5: The 'Location and Report Settings' section is expanded, showing dropdown menus for 'School, District, ISD name or code', 'ISD', 'District', and 'School'. Step 6: The 'Update Report' button is highlighted.

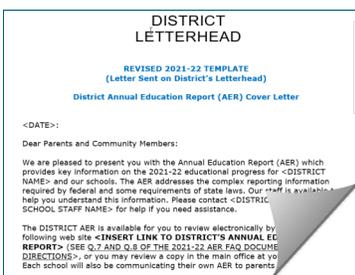
## GENERATING THE COMBINED REPORT

There are two formats you can generate for sharing:

1. **Create PDF** – You can go to the **Download/Print button** and generate a pdf of your Annual Report and post the pdf.
2. **Share the Link** – Go to the very top right of the web page and click on **Share**. Copy and paste the link so it can be used to access the report

## PREPARING COVER LETTERS

3. The **Cover Letters** are accessed through the last tab of the menu (far right). Cover letters are posted with the report, and samples have been provided as a template in multiple languages (English, Spanish, Arabic). District's should review and revise to reflect local district information, dates, and identification status.



### PLEASE NOTE:

- The templates are samples and must be updated with local district information.
- Check your dates, as the current AER reflects the previous year's data.

## DISTRICT SHARING AND POSTING

4. Post the combined report and cover letter to the district web site.